

FC242.23 Request to use village open space

From: Anthony Mitchell <anthonym@barhill-ca.org>

Sent: 12 October 2023 19:47

To: Clerk <clerk@barhill-pc.gov.uk>; Bunty Waters <bunty.waters@barhill-pc.gov.uk>; Sue Jenkins <sue.jenkins@barhill-pc.gov.uk>; Anthony Mitchell <anthony.mitchell@barhill-pc.gov.uk>; Malcolm Cox <rfo@barhill-pc.gov.uk>; Andy Pellew <andyp@barhill-ca.org>

Subject: Bar Hill Christmas Event

Dear Bar Hill Parish Council,

The Christmas Committee of the BHCA are pleased to announce that a last-minute donation has made it possible to install the Christmas Lights and a Tree again this year.

As in previous years we are confirming our request to use the Village Square for the event on Saturday 25th November 2023 at 3pm with a Christmas Light Switch on by Father Christmas.

We are requesting up to two food trucks and drinks stand for the event. These would follow the Bar Hill Community Food Truck Policy and all rubbish would be cleared at the end of the event. Assuming we receive confirmation, we will provide a copy of our public liability insurance as has been the case in previous years. All food trucks will have their own insurance as per the Bar Hill Community Food Truck Policy.

As discussed verbally with the Chair the BHCA would like to request that the Parish Council pay for the event using a donation from the BHCA in order to save on VAT for the event. We hope that you would be able confirm if this would be possible as soon as practically possible.

We welcome all residents and Councillors to the event and hope you will attend.

We also hope that you will consider a donation to next years event as we cannot guarantee sponsorship in the coming years and we request a donation request form.

We ask that you might consider a figure of £1000 when planning your precept for the coming year. The event is usually well attended and benefits the village greatly.

Kind Regards,

Anthony Mitchell - BHCA Vice Chair

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BAR HILL PARISH COUNCIL

REQUEST FOR USE OF VILLAGE GREEN/RECREATION GROUND/OPEN SPACES

CONTACT DETAILS

NAME: ANTHONY MITCHELL

NAME OF ORGANISATION: BAR HILL COMMUNITY ASSOCIATION

POSITION IN ORGANISATION: VICE CHAIR

ADDRESS: BAR HILL PARISH COUNCIL RA ROOM

TEL NOs: Work Home: [REDACTED]

Mobile EMAIL ADDRESS

DETAILS of EVENT/USE

DATE(s) REQUIRED: 25TH NOVEMBER 2023 TIME: From: 14:30 To: 19:00

Full details of events/purpose of use: Christmas Tree lights switch on with Food Trucks. Further information in invitation and email.

Full details of equipment to be used/erected: Christmas Lights, Christmas tree and Food trucks/Drink stand on the night. Further information in invitation and email.

Draft Risk Assessment is attached, to be confirmed at next BHCA meeting.

You are required to complete and submit with this application a Risk Assessment for the event. The assessment to include possible risks to participants and the public, and set out the steps you will take to minimise those risks, eg cables, equipment, positioning, fire, collecting and disposal of litter etc

Attach/.....

The Parish Council's insurance policy does not cover use of the village green/open spaces etc for any event/purpose other than those organised by the Parish Council itself.

You must therefore provide evidence that you have adequate public liability insurance. You must also ensure owners of equipment and facilities hold adequate public liability for the event. Documented evidence will be required prior to the Parish Council giving consent.

Users have a responsibility to ensure:

- a) All equipment is stored and used so as not to present a risk to the public**
- b) The village green/open space, and surrounding areas and streets, must be left in a clean and tidy condition after use, including removal of all equipment/litter/refuse bags.**
- c) Observation of any notices posted on the village green/open space including livestock and restricted access/parking of vehicles**

Signed: Anthony Mitchell (*Applicant*)

Dated: 13/10/203

Applications must be received by the Parish Clerk at least 10 days prior to the next Council meeting.

- The Parish Council reserves the right to refuse permission to use the village green/open spaces. The Parish Clerk will provide written permission after consent has been granted by the Parish Council. There is no charge for community events arranged for the benefit of parishioners by non-commercial organisers.
- If there is to be sale or supply of alcohol on the village green/open spaces (includes operating tombola stalls, raffles or bottle stalls involving alcoholic drinks at public events) please ensure you include details on this application.
- A separate application **must be made** to the Village Hall Committee for access to amenities in the Village Hall, eg toilets and kitchen facilities, but please include a note of such plans on this application.

Clerk – Bar Hill Parish Council
Parish Council Office
Hanover Close
Bar Hill
Cambridge
CB23 8EH
clerk@barhill-pc.gov.uk
Tel 01954 780456

The recreation ground/village green/open spaces are a parish amenity for all parishioners to enjoy

Your data will be processed in compliance with the General Data Protection Regulation 2018 (GDPR).
A copy of our GDPR policy and information on how we process your data can be found www.barhill-pc.gov.uk and is available upon request from the Parish Council Office.
Subject Access Requests are subject to a £10 fee and proof of identity.

Risk Assessment – Christmas Lights and Christmas Tree

The purpose of this Risk Assessment is to determine any potential risks and to explain how those risks are mitigated. Risks are assessed by the impact of the risk, if it were to occur, and the probability of it occurring. Risks will be mitigated where possible; any residual risk will be deemed to be so low as to be risk-accepted.

Christmas Lights: These are LED outdoor Christmas Tree lights connected by 240v mains to the streetlights. The connection of the lights is inaccessible to the public and protected from water and wet weather with a water-resistant connection.

Christmas Tree: The tree that will be placed on middle of the village square, opposite Parish Council offices. A heavy-duty stand will hold the tree in place. A contractor will use a JCB to position the tree in place. The contractor has their own risk assessment and public liability insurance for the use of the JCB.

Covid special measures for installation and then switch on filming: If there are covid restrictions in place all Government guidance will be adhered to, please wear masks where possible and stay 2m apart outside households. Parents and children to observe social distancing (from those outside their household) as they approach the Christmas tree.

Risk	Control
<p>Injury from JCB [Risk Impact 5, Probability: 4]</p>	<ul style="list-style-type: none"> – Installers to wear high visibility vests and not approach the JCB during operation. While the JCB is being operated the installers are to constantly look out for any passing members of the public and warn the public not to approach and keep them away from the JCB during operation. – Installers are to keep away from the JCB while the engine is switched on and to wait for the operator to signal permission before approaching the JCB. – JCB operator to have their own risk assessment and public liability insurance for the procedure.
<p>Installation accident [Risk Impact 3, Probability: 4]</p>	<ul style="list-style-type: none"> – Lights are being installed by insured professionals – Installers have previous experience installing this Christmas tree – Other than the JCB operator, Installers are not to use equipment higher than a step ladder – Installers will install upper decorations and lights whilst the tree is lying on the ground to avoid overreaching – BHCA has full public liability insurance for the event. – Contractor has full public liability insurance installation.

<p>Electrocution [Risk Impact 5, Probability: 3]</p>	<ul style="list-style-type: none"> - Cables/connectors will all be well out of reach - Mains connection is out of reach and on private property - All mains power connects back public utilities installed by Cambridgeshire County Council Contractor. All outdoor connections to be protected from the weather. - Lights are LED Christmas lights and will be checked for any faults or visible damage to cables before installation.
<p>Tree falling over [Risk Impact 4, Probability: 3]</p>	<ul style="list-style-type: none"> - Base to weighted to ground - Additional ropes may be used if deemed necessary for extra stability by the contractor - Installation will not proceed in inclement weather conditions.
<p>Car hitting tree [Risk Impact 3, Probability: 2]</p>	<ul style="list-style-type: none"> - Tree separated from road by more than 2 meters
<p>Public walking into tree [Risk Impact 2, Probability: 3]</p>	<ul style="list-style-type: none"> - Walking space left around tree and street lighting allows for visibility of tree at night.
<p>Tree decorations falling off and causing injury [Risk Impact 2, Probability: 3]</p>	<ul style="list-style-type: none"> - Decorations secured safely - Decorations are not heavy enough, or of a material hard enough, to cause injury
<p>Foot Trucks/Catering – Food Poisoning & Collisions. [Risk Impact 2, Probability: 1]</p>	<ul style="list-style-type: none"> - All foot trucks will comply with the Community Street Trading policy of the Parish Council including food hygiene ratings of 4 or above. - All food trucks possess all relevant licenses and insurances. - Foot trucks will be advised to drive slowly onto the village square and will remain stationary for the event.
<p>Litter Picking [Risk Impact 2, Probability: 2]</p>	<ul style="list-style-type: none"> - The BHCA and the Foot Trucks will comply with the Parish Council's litter picking risk assessment.

Appendix 1: Ladder Rules

1. Always face ladder when ascending/descending
2. Always maintain 3 points of contact (2 feet + 1 hand or 2 hands + 1 foot)
3. Top of ladder should never be used as a step
4. Ladders should never be moved, shifted or extended while occupied
5. Never carry an object or load that could cause you to lose your balance

Appendix 2: Scoring Guide for the Risk Assessments

Where scoring is used on the risk assessment, the following values will serve as a guide

Impact:

Score	Rating	Description
1	Trivial	Minor cuts and bruises treated on site by first aid. Loss of <£10
2	Non-serious	Cuts and bruises which need medical attention. Loss <£100
3	Serious	Minor injury which requires treatment as a hospital outpatient. Loss of <£1000
4	Very serious	Injury which requires treatment
5	Catastrophic	Serious, permanent disability or death or loss of <£100,000

Probability:

	Rating	Probability ratio
1	Almost impossible	1/1,000,000
2	Highly unlikely	1/10,000
3	Unlikely	1/1,000
4	Possible	1/100
5	Probable	1/10

Risk Classifications

1-2	Trivial. No Action required.
3-5	Tolerable.
6-12	Moderate risk. Wherever possible, action should be taken to mitigate this risk.
15-16	Unacceptable risk. Action must be taken to reduce it to a level which is as low as is reasonably practical.
20-25	Intolerable risk. Activity should be discontinued unless it is possible to reduce the risk to an acceptable level.



BHIB Charity Assured

Renewal Schedule

The Insured: Bar Hill Community Association (BHCA)
Policy Number: CHA02939

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Policyholders Name	Bar Hill Community Association (BHCA)
Registered Charity Number	1195382
Correspondence Address	Bar Hill Community Association, C/O Bar Hill Parish Council Hanover Close, Bar Hill Cambridge Cambridgeshire CB23 8EH
Description of Activities	supporting events and activities to benefit the residents of Bar Hill and surrounding areas, including but not limited to, the publication and delivery of a monthly newsletter, providing a 'Hub' for support and advice for residents, annual Christmas light switch on / tree, annual summer Fete and Festival.
Schedule produced on	29/01/2023

Period of Insurance

Effective From	15/03/2023
Effective To	14/03/2024
Renewal Date	15/03/2024

Premium Details

Annual Premium	£188.12
Insurance Premium Tax	£22.57
Total Amount Due	£235.69

Your Insurance Adviser's Details

BHIB Insurance Brokers
AGM House 3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

BHIB
INSURANCE BROKERS

The Schedule details for each section of the policy are shown in the following pages.



BHIB Charity Assured

Renewal Schedule

The Insured: Bar Hill Community Association (BHCA)

Policy Number: CHA02939

Cover Summary

Asset Protection	Property Damage All Risks	Not Insured
	Theft	Not Insured
	Computer	Not Insured
	Electronic Equipment	Not Insured
	Business All Risks	Not Insured
	Goods In Transit	Not Insured
	Money and Assault	Not Insured
	Glass	Not Insured
	Frozen Food	Not Insured
	Engineering	Not Insured
	Employee Dishonesty	Not Insured
	Contract Works	Not Insured
Revenue Protection	Business Interruption	Not Insured
	Book Debts	Not Insured
	Loss of Licence	Not Insured
Asset and Revenue Protection	Terrorism	Not Insured
Legal Liabilities	Employers Liability	Insured
	Public and Products Liability	Insured
	Commercial Legal Protection	Not Insured
	Professional Indemnity	Not Insured
	Management Liability	Insured
Employee Benefits	Personal Accident	Not Insured
	Business Travel	Not Insured
Extensions	Data Breach Response	Not Insured



BHIB Charity Assured

Renewal Schedule

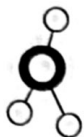
The Insured: Bar Hill Community Association (BHCA)
Policy Number: CHA02939

Asset Protection

Property Damage - All Risks & Theft

Risk Address 1	Bar Hill Community Association, C/O Bar Hill Parish Council Hanover Close, Bar Hill Cambridge Cambridgeshire CB23 8EH
Buildings*	Not Insured
Tenants Improvements*	Not Insured
Machinery, Plant and All Other Contents*	Not Insured
Stock	Not Insured
Loss of Rent Payable*	Not Insured
Loss of Rent Payable - Maximum Indemnity Period	Not Insured
Subsidence	Not Insured
Motor No Claims Bonus and Excess Protection	Not Insured
Excess	£100, increasing to £1000 in respect of subsidence (if insured above)
Basis of Claim Settlement	Day One Reinstatement (other than in respect of Stock claims which will be settled on an Indemnity basis)

* Index Linking applies to the sums insured above at each renewal



BHIB Charity Assured

Renewal Schedule

The Insured: Bar Hill Community Association (BHCA)

Policy Number: CHA02939

Legal Liabilities

Employers Liability

Limit of Indemnity	£10,000,000
Annual Wage Roll Estimate	£0
Total number of Employees, Volunteers and Committee Members	30

Public and Products Liability

Limit of Indemnity	£5,000,000
Excess - Third Party Property Damage only	£100
Libel & Slander Extension	Not Insured
Limit of Indemnity	Not Insured

Management Liability

Limit of Indemnity	Covers (1) to (14) Management Liability	£100,000
	Cover (15) Employment Practices Liability	Not Insured
Excess	Cover (3) Charity Liability	£1,000
	Cover (15) Employment Practices Liability	£2,500
Prior and Pending Litigation Date	15/03/2023	



BHIB Charity Assured

Renewal Schedule

The Insured: Bar Hill Community Association (BHCA)
Policy Number: CHA02939

Policy Endorsements

Amended Contract of Insurance

The following applies to your policy:

The first part of the Contract of Insurance clause is amended and restated as follows:

The Contract of Insurance

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy.

The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

Bar Hill Parish Council

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

All applications must be returned to the Clerk for the application to be discussed by Council at the next appropriate Full Parish Council meeting.

Any application awarded a grant will be notified in writing or by email (if requested).

1.	Name of Organisation	BAR HILL COMMUNITY ASSOCIATION
2.	Name, Address and Status of Contact	ANTHONY MITCHELL – VICE CHAIR BAR HILL PARISH COUNCIL RA OFFICE
3.	Telephone/Mobile number of Contact	[REDACTED]
4.	Is the organisation a registered charity?	YES
5.	Amount of grant requested (bank details for payment if approved) Account Number Sort Code	£1000
6.	For what purpose or project is the grant requested?	The BHCA request that you consider a £1000 matched funded donation for next year's Christmas lights when considering your precept. Match funding would make it easier to obtain other grants.
7.	What will be the total cost of the above project?	£3000 (based on this year's budget)

8.	If the total cost of the project is more than the grant, how will the residue be financed?	The BHCA will request funding, from villagers, fundraising, local businesses, and sales of the Bar Hill News. As the amount requested is match funded if we are not able to raise enough money for the event to go ahead the PC would simply not proceed with the donation.
9.	Have you applied for a grant for the same project from another organisation? If so which organisation and how much?	We applied for and were given £3000 this year from Specsavers at the last minute. We do of course hope to raise money again from businesses, but this is likely to be a one off donation.
10.	Who will benefit from the project?	All of the Residents of Bar Hill and visitors.
11.	Approximately how many of those who benefit will be parishioners?	All of those who attend or view the lights during the festive period.

You may use a separate sheet of paper to submit any other information which you feel will support this application. Please also give below the correct payee for the cheque payment if a grant is awarded. **All grants if not spent on the purpose for which they are granted must be returned to Bar Hill Parish Council**

Signed: Anthony Mitchell Date: 13/10/2023

BAR HILL COMMUNITY ASSOCIATION
ACCOUNTS FOR THE PERIOD
3 AUGUST 2021 TO 31 DECEMBER 2022



INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees of Bar Hill Community Association (Charity number 1195382), on accounts for the period 3 August 2021 to 31 December 2022, set out on page 3

I report to the trustees on my examination of the accounts of the above Charity ("The Trust") for the period 3 August 2021 to 31 December 2022

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



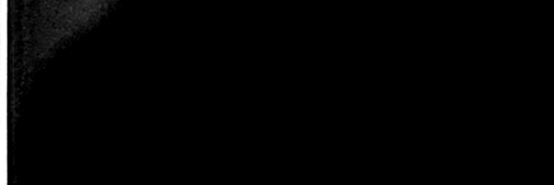
Date:

3rd JULY 2023

Name:



Address:



BAR HILL COMMUNITY ASSOCIATION

RECEIPTS AND PAYMENTS FOR THE PERIOD 3 AUGUST 2021 TO 31 DECEMBER 2022

	Receipts	Re-allocate	Payments	Net result
Funds from BHRA	14,900.00	(10,500.00)		4,400.00
Bar Hill News	2,672.00	4,000.00	5,942.60	729.40
Donations made	0.00	0.00	1,675.00	(1,675.00)
Fete transaction via CA	926.87	3,000.00	416.98	3,509.89
Fete Comm transactions	4,625.82	0.00	1,220.00	3,405.82
Christmas	197.97	3,000.00	2,482.80	715.17
Warm Hub	0.00	500.00	0.00	500.00
General	145.59	0.00	1,253.26	(1,107.67)
Totals	23,468.25	0.00	12,990.64	10,477.61

BALANCE SHEET AS AT 31 DECEMBER 2022

ASSETS

Cash at Barclays	9,499.12	
Cash held by PayPal	158.57	
Cash held by Fete	3,405.82	
Cash at Metrobank	14.08	
		13,077.59
Less current liabilities		
Due to A Pellew		(2,599.98)
Net assets		10,477.61

FUNDED BY

General Fund last year	0.00
Result for year to date	10,477.61
General fund to date	10,477.61